



State of Alaska
NATIONAL PETROLEUM RESERVE - ALASKA (NPR-A)
IMPACT MITIGATION PROGRAM
FY 2020 Application

MUST BE POSTMARKED NO LATER THAN THURSDAY, NOVEMBER 15, 2018

APPLICANT (BOROUGH OR CITY) INFORMATION

Name: _____ DUNS#: _____
Physical Address: _____
City: _____ State: _____ Zipcode: _____
Mailing Address (if different): _____
City: _____ State: _____ Zipcode: _____
Contact Person (Name & Title): _____
Phone: _____ Fax: _____
Email: _____

PROJECT INFORMATION

Project Title: _____
Community(ies) to Benefit: _____

Type of Project:

- ☐ Planning
- ☐ Construction, Maintenance, or Operation of Public Facility
- ☐ Other Necessary Public Service

Proposed Budget:

\$ _____ NPR-A Request
\$ _____ Match
\$ _____ **Total Project Cost** (total of above two lines)

CERTIFICATION

I, the undersigned, certify that I am authorized to represent the applicant, that to the best of my knowledge and belief, data contained in this application and attachments is true and correct, that the document has been duly authorized by the governing body of the applicant, that the community is empowered by statute to perform the functions and provide the services encompassed by the proposed project, and that the applicant will comply with all applicable State and Federal laws and regulations in implementing the proposed project if it is selected for funding.

Authorized Signature: _____ Date: _____

Printed Name: _____ Title: _____

Postmark Date:

**RESOLUTION OF APPLICANT'S LOCAL GOVERNING BODY
AUTHORIZING SUBMISSION OF THE APPLICATION AND PARTICIPATION IN
THE NPR-A IMPACT MITIGATION PROGRAM**

RESOLUTION NUMBER _____⁽¹⁾

A RESOLUTION of the _____⁽²⁾ authorizing participation in the National Petroleum Reserve - Alaska (NPR-A) program.

WHEREAS, the _____⁽²⁾ wishes to provide
_____⁽³⁾ for use in the community; and

WHEREAS, the municipality is an applicant for a grant in the amount of \$ _____⁽⁴⁾ from the Alaska Department of Commerce, Community, and Economic Development under the NPR-A Impact Mitigation Program authorized by Chapter 53, SLA 1986 as amended;

**NOW THEREFORE BE IT RESOLVED that the _____⁽⁵⁾
of the _____⁽²⁾ is hereby authorized to submit this application and negotiate
and execute any and all documents required for granting and managing funds on behalf of this municipality.**

The _____⁽⁵⁾ is also authorized to execute any subsequent amendments to said grant agreement to provide for adjustments to the project within the scope of services or task and based upon the needs of the project.

PASSED AND APPROVED BY THE _____⁽⁶⁾ on _____⁽⁷⁾, 2018.

IN WITNESS THERETO:

By: _____⁽⁵⁾
Signature and Title

Attest: _____⁽⁸⁾
Signature and Title

- (1) Resolution Number
- (2) Name of Municipality
- (3) Project Title
- (4) Amount of NPR-A grant funds
- (5) Chief Administrative Officer or Highest Elected Official
- (6) Municipal governing body
- (7) Date resolution was adopted
- (8) Clerk of Municipality

CRITERION #1 / Maximum Points Available 15

Administrative Capability

A. Previous Experience

What is the city or borough's previous experience in accomplishing, providing, and/or managing similar projects? Discuss NPR-A grant projects, other grant programs, and similar projects funded through other means. Attach additional pages as needed.

B. Key Personnel

Identify the key personnel who will be working on this project including, at a minimum, the project manager and financial or administrative manager, and provide the following information for each individual (attach additional pages as needed):

1. Name and position title
2. Responsibilities in relationship to this project
3. Previous experience with similar projects and/or any projects funded by grants from other state or federal agencies
4. Attach individual résumés of key personnel

C. Selected Contractor

Have you already selected a specific contractor or contractors to perform work on this project?

☐ Yes ☐ No

If so, provide the following information for each contractor. Attach additional pages as needed.

1. Complete name, mailing address, and physical address of the contractor
2. Name and title of a contact person
3. Verification of business license and other licensing credentials as required by Alaska law
4. Attach proof of Debarment and Suspension Certification
5. Identification of the contractor's key personnel, previous experience, and responsibilities of each in the completion of the project.

CRITERION #2 / Maximum Points Available 45

Current & Potential Impacts

- A. Clearly identify current impacts and/or potential impacts resulting from oil and gas development within the NPR-A and **how this project alleviates those impacts**. The more direct or severe the impact(s) the higher priority the project will receive in funding consideration. For potential impact(s) the applicant should provide an anticipated timeframe. Attach documentation whenever possible to support your complete and thorough discussion of impacts.

Below is a list of potential areas of impact. Check all that are addressed by your project. In the narrative section below, discuss each checked impact, how these impacts are **related to oil and gas development**, and how your project **alleviates those impacts**. Attach additional pages as needed.

- ☐ Population
- ☐ Employment
- ☐ Finances
- ☐ Social and Cultural Values
- ☐ Air and Water Quality
- ☐ Fish and Wildlife Habitats
- ☐ Ability to Provide Essential Public Services
- ☐ Other: _____

Narrative:

Narrative Continued:

CRITERION #3 / Maximum Points Available 20

Project Description

- A.** Provide a detailed project description, including the type project (planning, public facilities, or other necessary public service). Who in the community will benefit from this project, and how? If your project is a continuation of, or similar to, an existing NPR-A grant activity, provide details on the status of the on-going grant(s). For projects which are similar in nature, clearly define the expected outcomes for the proposed grant versus the existing grant(s). Attach current status reports of continuation or similar open grants to the application. Attach additional pages as needed.

B. Describe the end goal of your project. What will be accomplished? What will be the end result? How does this goal mitigate current or potential impacts identified in the previous section?

C. Identify your timeline. Describe specific goals, activities, and objectives to be accomplished, dates you expect each item to be completed, and a completion date for the entire project.

D. For construction/renovation projects or projects involving the use of real property

- a. Indicate which document you have that proves ownership or your legal and enforceable right to use the parcel of land you will use for this project:

	Did you attach a copy?		
<input type="checkbox"/> Deed	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<input type="checkbox"/> Lease	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<input type="checkbox"/> Easement	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

- b. Provide a legal description of the property (e.g. the description on your deed):

- c. Have you included engineering design which includes technical specifications?

☐ Yes ☐ No ☐ N/A

- d. How will you address state and federal land-use standards when choosing a site and constructing your project? Have you considered coastal zone management? Erosion control? Flood-plain management? Environmental or industry permits? Will you be required to obtain any certifications or meet special requirements? Have you contacted any agencies about potential permitting requirements?

Project Budget

A. Detailed Budget Summary

Use the form below to outline specific project costs. Under the “NPR-A Request” column, identify the amount you are requesting with this application. The “Match” column should identify the amount available to support the project, see Application Handbook. The “Total Project Cost” column should reflect the NPR-A Request in addition to other funding sources.

Cost Category	NPR-A Request	Match	Total Project Cost
Labor/Fringe Benefits	\$	\$	\$
Contractual	\$	\$	\$
Equipment Rental/Purchase	\$	\$	\$
Materials/Supplies	\$	\$	\$
Freight	\$	\$	\$
Travel	\$	\$	\$
Other: _____	\$	\$	\$
TOTAL	\$	\$	\$

B. Have you included independent cost estimates, engineering estimates, quotes, or other documentation to support your budget above?

☐ Yes ☐ No

C. Budget Narrative

Provide a detailed and comprehensive narrative which explains how NPR-A costs and Matching funds identified in the Detailed Budget Summary were calculated. Break down each cost category including match sources of funding supported by documentation into individual line items. Examples of matching funds could include Community Assistance Program, Federal Revenue Sharing, Rental Income, Local Tax Revenue, User Fees, and local General Funds etc. Attach additional pages as needed.

Some examples include: if you listed a dollar amount under Materials/Supplies, identify exactly which materials and supplies you plan on purchasing. If you are renting equipment, what are you renting? How much does it cost per hour? How many hours will you use it? If you listed an amount under Labor/Fringe Benefits, break out the costs per employee. How much is each employee paid per hour? How many hours? What is cost of each benefit? If you have administrative costs, break them down by line item. Only federally approved indirect administrative rates will be accepted.

CRITERION #5 / Maximum Points Available 5

Project Sustainability

- A.** Describe the long-term sustainability of the project. How will this project continue to function and alleviate the impacts of oil and gas development on a long-term basis? Identify the continuing project costs including operation and maintenance, equipment and facility upgrades and replacement, and other improvements. Identify the source and amount of funds that will be available to sustain the project in the long term. Attach additional pages as needed.

Supplemental Information

Application Checklist

In order to pass the threshold review and be considered for funding, your application must meet the following criteria. This checklist is provided for a courtesy only and does not guarantee your application will pass threshold review. Please refer to the application handbook for comprehensive instructions. If you have any questions about the application process, contact Fairbanks grant staff for clarification.

- ☐ Is the **Cover Page** included and signed by the authorized official?
- ☐ Did you include the **printout from www.sam.gov** of the active DUNS and CCR #?
- ☐ Is the executed **Resolution Authorizing Submission** of the application (page 1) attached?
- ☐ Did you complete and include the **Detailed Budget Summary** including Matching funds on page 9?
- ☐ Did you identify oil and gas development activity which resulted in **current and/or potential impacts** and demonstrate how the proposed project will **alleviate those impacts**?
- ☐ Will your application be postmarked by **November 15, 2018**?
- ☐ Did you include **one original** signed application and **four copies**?
- ☐ Did you attach the municipality's most recent **audit**, or if none exist, a recent **certified financial statement**?

We suggest you attach as much of the following documentation as applicable to your application in order to receive the maximum amount of point from the ASC:

- ☐ Professional cost estimates and other documentation for budget items
- ☐ Design and engineering documents or site plan (for construction projects)
- ☐ Permits, if appropriate
- ☐ Site control document (deed, lease, or easement) if project involves the use of land or an existing facility
- ☐ Information showing that those who will carry out the project are qualified to do so (i.e., résumés)
- ☐ Documentation to support impacts and evidence that proposed project would alleviate those impacts (e.g., health studies, census data, harvest records)
- ☐ Documentation of other funding sources (e.g., grant award letters, municipal balance sheets, letter committing financial support from tribal government)